

DUTY STATEMENT

Class Title: Research Scientist Supervisor II	Position Number: 804-493-5651-001
Unit:	
Section: Epidemiologic Studies Section	
Branch: HIV/AIDS Epidemiology Branch	
Division: Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: Under the general direction of the Chief, HIV/AIDS Epidemiology Branch, the Research Scientist Supervisor II (RSS II) supervises multi-disciplinary staff in conceiving, planning, and conducting major HIV/AIDS epidemiologic projects, including behavioral and disease surveillance epidemiology, program evaluation, and quality assurance activities.

Supervision Received: General direction from the Branch Chief.

Supervision Exercised: Supervises a multi-disciplinary staff.

Description of Duties: As Chief of the Epidemiologic Studies Section, the RSS II directs a complex, innovative, and highly coordinated intramural (i.e., performed by Department staff) and extramural (i.e., performed by external staff) research program and supervises the activities of staff, which includes a Research Scientist II, Research Scientist Is, and Research Analyst IIs. This research program has national significance and is critical to the public health. The RSS II is the lead expert on HIV/AIDS epidemiologic research in the branch and consults with state and national public health personnel and major university and other state and national research personnel to advance knowledge of the HIV/AIDS epidemic and to develop new research initiatives. The RSS II advises departmental staff, legislative bodies, governmental entities, commissions, and agencies in findings related to HIV/AIDS epidemiology. This information is used in consultation with interested parties to assess the feasibility, impact, and potential of existing and proposed HIV prevention and care programs. The incumbent acts as a resource to management and staff for complex, advanced research and statistical methods.

Percent of Time Essential Functions

50% As a working supervisor, the RSS II defines the activities of each member of the section and supervises their efforts; directs the design of each component of the epidemiologic research program; organizes long-term projects to advance knowledge of the epidemiology of the HIV/AIDS epidemic, including the study of HIV prevalence, incidence, and trends; defines predictive profiles of high-risk and HIV-infected persons and tests for significance of results; uses scientific expertise to manage the researchers performing complex and difficult statistical analyses; evaluates current literature on HIV epidemiology and related fields to assess design adequacy, sources of bias, appropriateness of interpretations, and applicability of conclusions; ensures that staff is adequately prepared by providing training opportunities and tutoring that will broaden knowledge and develop special skills; and prepares performance evaluations, grants time off, and initiates corrective action (when necessary).

20% Independently and in consultation with the Office of AIDS (OA) staff, other DHS staff, advisory groups, local health departments, and other interested parties, administers a major HIV/AIDS epidemiologic research program; sets program priorities, goals, and objectives; manages the program budget and assures

compliance with state and federal policies; oversees and coordinates extramural HIV/AIDS epidemiologic research activities established through awarded external grants or OA funds that complement intramural activities and the overall research plan; develops research strategies, using behavioral and disease surveillance and other data, to assess the current status of the HIV/AIDS epidemic and to project future trends; guides the conduct of geographic, demographic, and risk assessment research and evaluations; and provides expert consultation on research design, procedures, and analyses as needed to complete tasks.

- 10% Oversees the analysis of data from AIDS surveillance, HIV serosurveys, behavioral surveys, and other HIV-related sources; synthesizes results from all sources into program- and policy-relevant information and disseminates information in a timely fashion through all avenues possible to agencies at all levels of government, academic institutions, and local communities; brings about the provision of data, analysis, and projections to support policy recommendations; oversees scientific staff in the writing of reports and documents on research projects and data analyses, and edits and submits scientific publications on the results of research; and presents research results to and interprets data for appropriate individuals and groups in meetings and conferences.
- 10% With staff from the HIV/AIDS Case Registry Section, helps design and implement a system for HIV surveillance in California; ascertains that data from any unique identifier, name-based, or hybrid reporting system are collected and analyzed in a method that assists public health programs for HIV; and participates in meetings with internal and external advisory groups on HIV reporting and surveillance.
- 10% Collaborates and consults with experts from the Centers for Disease Control and Prevention, California HIV Planning Group, the University of California University-wide AIDS Research Program, the California Conference of Local Health Officers, legislative bodies, governmental agencies, and other interested parties to ensure the adequacy of the overall HIV/AIDS epidemiologic research program; provides technical consultation to entities within OA, elsewhere in DHS, and other state agencies on HIV/AIDS epidemiology and related scientific information; gives research advice to local programs; acts as Branch Chief during the Chief's absence; and represents the Branch at external meetings.

Percent of Time Marginal Functions

Employee's signature	Date	Supervisor' signature	Date
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